

## **DOs and DON'Ts for Buyers**

### **DOs**

1. The price of the product will be varying depending on the quantity, technical specifications, period of warranty, delivery locations and seller eligibility criteria set by the sbuyer. When comparing the price, these points should be borne in mind.
2. Always compare the technical specifications while making direct purchase, as system comparison may not be accurate, and may not match your specific requirement.
3. While making direct purchase ensure that, there are sufficient number of sellers for the product. Ideally there shall be 3-4 sellers offering products of different OEM for the required category and specification.
4. If there are not sufficient sellers for a given product, intimate GeM authorities. Also encourage local sellers for the product to register and offer their product in GeM Portal, to ensure sufficient competition.
5. In the case of products, for which many sellers are not available on GeM extra care should be taken by the buyer for ascertaining, the price reasonableness using comparison with other sources.
6. GeM recommends, use of Bidding route, especially for value above Rs.50,000.
7. Wherever available, MRP of the OEM should be verified other sources also before finalising Product.
8. On receipt of the product, it shall be thoroughly verified by the consignee, before accepting.

### **DON'Ts**

1. Don't accept products where technical specifications are not complete. For branded product ensure that model number is included in the offer.
2. Prices of different models will differ and hence not comparable.
3. Don't compare quoted prices where delivery locations are restricted.